



OUR LADY OF  
THE VISITATION

433 VICTORIA ROAD  
TAPEROO SA 5017  
8440 9700  
info@olv.catholic.edu.au

Family Name	First Name	Other Names

Date/Year of Entry	Year Level

# School Enrolment Application

<b><i>Please supply a copy of the following documents (as applicable) with the Enrolment Application</i></b>	
Birth Certificate (or current passport)	
Child's Visa details <i>(if the child is not an Australian citizen)</i>	
Parents Visa or Passport if born overseas <i>(or Australian Citizenship Certificate)</i>	
Child's Passport (if one parent was born overseas)	
Any Court order, Parenting Plan or related information affecting your child	
Latest school report from previous school <i>(as applicable)</i>	
Baptismal Certificate	
Documentation relating to special needs (any reports, action plans, assessments etc.)	

## STUDENT DETAILS

Family Name		Given Names	
Date of Birth		Gender	Male / Female / Unspecified <i>(Please circle)</i>
Address			Postcode
Main Language		Main Language <i>(other than English)</i> spoken at home	
Is your child of Aboriginal or Torres Strait Islander Origin?		No <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Both <input type="checkbox"/>
Is the student under Guardian of the Minister                      YES / NO			

Country of Birth:	Arrival date in Australia, if born overseas:
Nationality:	Visa (if not Australian citizen): ■ Visa Type: ■ Visa Number: ■ Date Granted:     /     /     Expiry Date:     /     /
Year first enrolled in a school in Australia:	

Religion		Parish	
Sacraments	Parish	Year	
Baptism			Reconciliation
Confirmation			Communion

Medical Practitioner's Name		Medical Practitioner's Phone Number
Medical Practitioner's Address		
Medicare Number		

Current School	Current Year Level						
Previous Schools and Pre-schools (include Kindergarten up to present time) <i>(Attach separate sheet for more, if required)</i>							
1.		From	/	/	To	/	/
2.		From	/	/	To	/	/
3.		From	/	/	To	/	/

### Additional Needs and Considerations for Students

The following questions are to assist us in facilitating the smooth transition of students into the school setting. If you answer Yes to any of the questions, please provide details, using attachments if necessary.

Does your child have any special needs? <i>(e.g., speech, hearing, learning needs, disability)</i>	YES / NO	
Has your child been assessed by a specialist service <i>(e.g., speech pathologist, occupational therapist, psychiatrist, psychologist, audiologist, optometrist, or other specialist clinic/service?)</i>	YES / NO	
Has your child received all scheduled immunisations?	YES / NO	
Does your child have any serious medical conditions?	YES / NO	
Does your child have any special needs or considerations? <i>(e.g., disabilities, allergies, restrictions on physical activity)</i>	YES / NO	
Does your child require any special provisions to be made by the school? <i>(e.g., medication, disabled access etc.)</i>	YES / NO	
Is there any other information that the school should be aware of to meet your child's educational needs?	YES / NO	
Does your child have any special achievements, talents?	YES / NO	

FAMILY DETAILS	Parent / Guardian 1	Parent / Guardian 2
Title		
Family Name		
Given Name		
Relationship to Student		
Student Resides with	<input type="checkbox"/> Fulltime <input type="checkbox"/> Part time <input type="checkbox"/> Not at all	<input type="checkbox"/> Fulltime <input type="checkbox"/> Part time <input type="checkbox"/> Not at all
Family Court or other relevant Court Order/Intervention Order or Parenting Plan? <i>(If yes, a copy of the order is to be provided to the school)</i>		YES / NO

Address		
Home Phone Number		
Mobile Phone Number		
Work Phone Number		
Email		

Religion		
Country of Birth		
Cultural Background		
Arrival date in Australia (if applicable)		
Main language at home		
Languages other than English spoken at home		
Residential Status	Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident <input type="checkbox"/>	Australian citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Temporary resident <input type="checkbox"/>
Visa (if not an Australian citizen)	<ul style="list-style-type: none"> <li>▪ Visa Type:</li> <li>▪ Visa Number:</li> <li>▪ Date Granted:      /      /</li> <li>▪ Expiry Date      /      /</li> </ul>	<ul style="list-style-type: none"> <li>▪ Visa Type:</li> <li>▪ Visa Number:</li> <li>▪ Date Granted:      /      /</li> <li>▪ Expiry Date      /      /</li> </ul>

Occupation		
Occupation Group Number <i>(See enclosed information sheet)</i>		
Employer		
Parental School Education	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or below	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or below
Non-school (tertiary) qualifications	<input type="checkbox"/> Bachelor's degree or above <input type="checkbox"/> Advanced Diploma or Diploma <input type="checkbox"/> Certificate I to IV (including trades) <input type="checkbox"/> No qualification	<input type="checkbox"/> Bachelor's degree or above <input type="checkbox"/> Advanced Diploma or Diploma <input type="checkbox"/> Certificate I to IV (including trades) <input type="checkbox"/> No qualification

Names of other Children in family		Age			Age	
		Age			Age	
		Age			Age	

## PRIVACY AND RELEASE OF INFORMATION

1. Our Lady of The Visitation School collects personal information, including sensitive information about students and parents or guardians before and during a student's enrolment at Our Lady of The Visitation School. This may be in writing or during conversations. The primary purpose of collecting this information is to enable Our Lady of The Visitation School to provide schooling to the student and to enable them to take part in all the activities of Our Lady of The Visitation School.
2. Some of the information we collect is to satisfy Our Lady of The Visitation School's legal obligations, particularly to enable Our Lady of the Visitation School to discharge its duty of care.
3. Laws governing or relating to the operation of Our Lady of The Visitation School require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. Our Lady of The Visitation School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, the Catholic Education Office, the South Australian Commission for Catholic schools, the school's local diocese and the parish, schools within other dioceses, medical practitioners, and people providing services to Our Lady of The Visitation School, including specialist visiting teachers, sports coaches, volunteers, and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. In situations where parents are separated, it is the policy of Our Lady of The Visitation School to release school reports to the enrolling parents upon request. It is also our policy to allow both mother and father to attend parent/teacher interviews upon request. However, Our Lady of The Visitation School will abide by any court orders which prevent the release of such information.
8. Our Lady of The Visitation School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. In the event of default of payment of fees, Our Lady of The Visitation School may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency, and you will be responsible for the collection costs.
10. Our Lady of The Visitation School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of Our Lady of The Visitation School's duty of care to the student, or where students have provided information in confidence.
11. Our Lady of The Visitation School's Privacy Policy also sets out how you may complain about a breach of privacy and how Our Lady of The Visitation School will deal with such complaint.
12. On occasions information and photographs such as academic and sporting achievements, student activities and similar news is published in Our Lady of The Visitation School newsletters, websites and on social media. Permission for this will be sought at the beginning of enrolment.
13. If you provide Our Lady of The Visitation School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to Our Lady of The Visitation School and why, that they can access that information if they wish and that Our Lady of The Visitation School does not usually disclose this information to third parties.

## PARENT / GUARDIAN DECLARATION

- In applying to enrol my child at Our Lady of The Visitation School I/we accept that s/he will be educated in the Catholic faith.
- I/we accept that support of school staff and cooperation concerning school activities is essential.
- I/we accept that we will abide by school policies as amended from time to time.
- I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by Our Lady of The Visitation School (except where exemptions/remissions have been sought and granted).
- I/we understand that Our Lady of The Visitation School does have Ambulance Cover; however, this is void if a child has pre-existing health conditions (e.g., Asthma).
- I/we accept that Our Lady of The Visitation School does not accept liability for damage or loss of any personal possessions of students and that insurance for students' personal possessions is my responsibility.
- I/we acknowledge and accept all the above terms and conditions
- I/we declare that the information provided in this application is, to the best of my/our knowledge, true.

**PLEASE NOTE:** In due course, you will be contacted regarding your application for enrolment. If you accept an offer of enrolment, the terms and conditions detailed in this Application for Enrolment are incorporated in the Enrolment Contract.

	Parent / Guardian 1	Parent / Guardian 2	Date
<b>Signature</b>			